



Records and Information Management (RIM)

*Paving the Way for Electronic Records
and Information Management (eRIM)*

2006 Montana Government IT Conference
December 8, 2006

Records Management and Information Technology



Two worlds *e*-merged into
e-ssential, *e*-lectronic *e*-government.



eRecords and Information Management (eRIM) Was Born

- As electronic business processes replaced manual record keeping, "*public record*" took on a whole different:
 - form (format);
 - means of creation and distribution;
 - criteria for management, storage, access and retention application;
 - relationship between offices and agencies (connectivity and interoperability);
 - responsibility of each executive, legislative and judicial branch agency.



eRIM/State Agencies

- Responsible to take care of their digitally recorded assets that serve Government to help meet operational, financial, legal historic and vital missions.
- Managing these recorded assets lags behind the capability to create or receive them.



Public Record

- MCA 2-6-201..."created in the course of official business....."
- However, as technology enables eGovernment, the official declaration of a record must be redefined. When is a "transaction" an eRecord?
 - Application Save
 - Oracle Commit
 - Web content/updates
 - DAT file
 - Backup vs. Archive tapes

Public Records (MCA 2-6-201)

- Created in significant volume
- Available, yet protected (MT Const. Artic. II, Sec 9-10)
- Regulated by state and federal law
- Defining IT strategic initiatives

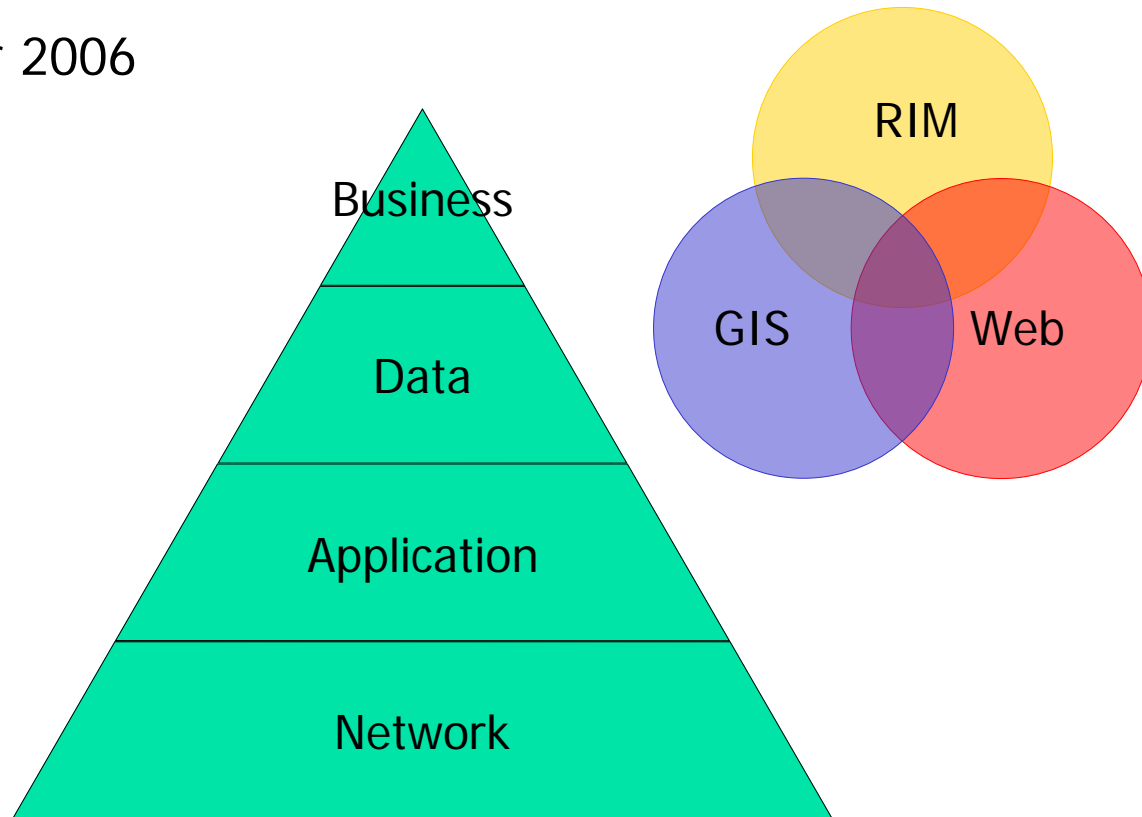




MITA Implementation

DOA_ITSD

October 2006





What Is RIM?

- ...the *systematic control* of records, during their lifecycle, through disposition (duration).
- MCA Title 2, Part 6 - government structure and administration of public record:
 - MCA 2-6-101 ~ Public and private writings
 - MCA 2-6-201 ~ Public record
 - MCA 2-6-203 ~ Secretary of State
 - MCA 2-6-204 ~ State Records Committee
 - MCA 2-6-206 ~ Security of essential records
 - MCA 2-6-213 ~ Agency responsibilities
 - MCA 2-6-214 ~ Department of Administration

Systematic Control

Upon eCreation or eReceipt

- eInventory
- eClassification
- eAccess
- eStorage
- eRetention
- ePreservation
- Inputs/Outputs/Data
- Records Series
- Controls
- Servers, Tapes, CDs
- Auto Deletion
- Auto Migration



Business Models Support eGovernment

- eGovernment requires eRIM:
 - *realigning* laws, policies, guidelines, procedures
 - *dedicating* resources to systematic control
 - enabling technology to *manage* records and information



RIM Governance

- Federal Regulations:
 - HIPAA
 - Homeland Security
 - Consumer Protection
 - MT Constitution / FOIA
 - Federal Regulations of Civil Procedures



Records and Information Management (RIM) Needs...

policies and business models that are
robust enough to withstand:

- technological progress
- failures
- changing standards and state/federal laws
- changes in institutional missions and,
- interruptions in management and funding.

~ National Electronic Commerce Coordinating Council ~

(Sept 2006)



eRIM Task Force

- Summer 2007
- Stakeholder participation
- Baseline perspectives
 - Enterprise Approach
 - Needs Analysis/Risk Assessments
 - Governance Development
 - Strategic Planning
 - Compliance Metrics Created/Monitored
- Business Reference Model (BRM)



Federal Enterprise Architecture

eRIM Profile Dec05

Business (BRM)	Policies and Procedures
Services (SRM)	Components, Services, Shared Services
Technology (TRM)	Standards, Specifications, Technologies
Data (DRM)	Information Structure, Exchange, Access
Performance (PRM)	Metrics and Results



Protocols for MT to Follow



- Other States
- Shared Service Consortia
- DOD 5015.2, ANSI, ISO, OASIS, ARMA, AIIM, eC3
- NARA, Library of Congress, Center for Technology in Government, OMB



SOS-Records and Information Management Division (SOS-RMD)

- Improving RM hardcopy processes.
- Aligning internal human resources, funding resources and (mid-tier) services to promote eRIM direction.
- Updating the State of Montana's *Records and Information Management Procedures Manual*.
- Staffing the State Records Committee with representation to support eRIM.
- Educate and train.

Montana State Archives and State Library



- Today, Montana's State Archives and State Library are actively participating in "shared service" consortiums and communities that support digital archiving and access.
- Northwest Digital Archives (state records)
- On-line Computer Library Center (OCLC) (publications and websites)
- Montana Shared Catalog (73 local or academic libraries)
- Colorado Digitization Project (oral histories)



Department of Administration

ITSD

- MITA Implementation – Oct 2006
- Email Management Software
- Support the efforts to ensure Continuity of Government, Continuity of Operations and Disaster Recovery
- Enterprise Document Management (FileNet)
- Policy Issuance: Security of Sensitive Data
- Slating an architecture that includes RIM

Actively Directing Agencies



“Agencies have
stewardship of their
own business
functions”

- ~ Dick Clark, CIO



MT.gov

eCollaboration and eStewardship

MT state government has the
means to succeed at enterprise
eRIM



JFK ~ Let Us Begin

All this will not be finished
in the first one hundred days.
Nor will it be finished
in the first one thousand days,
nor in the life
of this Administration,
nor even perhaps
in our lifetime on this planet.
But let us begin.

Inaugural Address

Records and Information Management

- Patti Borsberry,
Deputy, SOS-Records
Management Division
 - pborsberry@mt.gov
 - 406-444-9009
 - 406-444-9000

